



EMPLOYMENT OPPORTUNITY
Human Resource Consultant 4
Salary Range 58 (\$4033.00 – \$5289.00)

Recruitment # 1166-09

Opens: August 14, 2009

Closes: August 28, 2009

Job Summary

Working closely with the Human Resources Managers, this position provides leadership for the HR team in labor relations and assists the senior managers in the areas of training, discipline and grievances. The position also partners with managers and supervisors to deliver services such as workforce planning, employee performance management, and other human resource management functions.

This is an opportunity to work for a large public agency whose mission is to preserve, protect, and perpetuate the state's fish and wildlife resources. We are a dynamic organization with employees located across the state in very remote as well as urban areas. These employees are engaged in a wide variety of work, from raising fish to enforcing fish and wildlife laws, working with diverse interest groups to manage the resource, doing scientific research, and many other interesting lines of work.

As a human resources professional in an agency of 1500+ employees, you will find the work fast paced and varied, with no end to new and different challenges. You will interact with managers, supervisors, professional and technical staff, delivering HR services in an environment of union and non-union employees. You will have an opportunity to contribute to the HR team's efforts to make positive changes in how we deliver services.

Your principal responsibilities will include, but are not limited to:

- Ensuring consistent, accurate application of the Collective Bargaining Agreements and responding to allegations of violations.
- Developing and maintaining clear communication and effective working relationships with employee organizations and with internal and external stakeholders in the labor relations arena.
- Partnering with managers in employee performance management.
- Developing and delivering training for employees and managers.
- Under the direction of senior managers, conducting investigations as assigned.

Working Conditions

Duties are performed in an office setting and generally within a standard workweek of 8 to 5 Monday through Friday. Due to the nature of the duties, longer hours and weekend work may occasionally be required.

Qualifications and Competencies

This expert level consultant position requires six years of professional experience as an HR generalist providing broad based human resources consulting to the management and staff of an organization. This experience should include significant involvement in labor relations, discipline, and grievance response. A bachelor's degree with emphasis in human resources, labor relations, organizational development, or closely related discipline and three years of professional experience in the key areas listed above will also qualify. Advanced education or certification such as a master's degree relevant to human resources, or SPHR or PHR certification is preferred.

Recruitment # 1166-09**Opens: August 14, 2009****Closes: August 28, 2009**

The best qualified applicants will demonstrate competencies in the following areas:

- Excellent oral communications to convey complex and sensitive information clearly and tactfully in individual and group settings. Ability to provide guidance and recommendations to managers, staff, and intensely invested stakeholders in a way that appropriately influences decision making and facilitates problem resolution in a professional team environment is essential.
- Excellent writing skills to compose written reports, letters, and other documents that clearly convey information, analysis, and recommendations.
- Expert knowledge of issues, laws, rules, and regulations related to labor relations and just cause, demonstrated by job experience performing similar duties.
- Consulting skills demonstrated through experience advising and facilitating resolution of HR management issues with supervisors and managers, for example in the areas of organization development, performance management, discipline, and workforce training.
- Expert knowledge and skills in conducting investigations of alleged employee misconduct.
- Ability to train and mentor other Human Resources Consultants and to conduct training for agency staff.

How to apply

Applications must be received not later than 5:00 p.m. on August 28, 2009

Submit a completed state application and attach a detailed resume that shows how you meet the qualifications and competencies listed above. For each relevant position you have held, specify your employer, job title, length of service, and duties performed. For education, specify any degrees or other formal training completed, including the schools attended. As appropriate, list and briefly describe specific courses you completed. Briefly explain how the course related to one or more of the desired competencies (what you learned and skills developed through the course).

Send your application materials to:

Margaret Gordon, Recruitment Specialist
Human Resource Office, Department of Fish and Wildlife,
00 Capitol Way North, Olympia, WA 98501-1091
Fax (360) 902-2392

Or deliver in person:

Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: Margaret.Gordon@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.